Workman 101

User Manual

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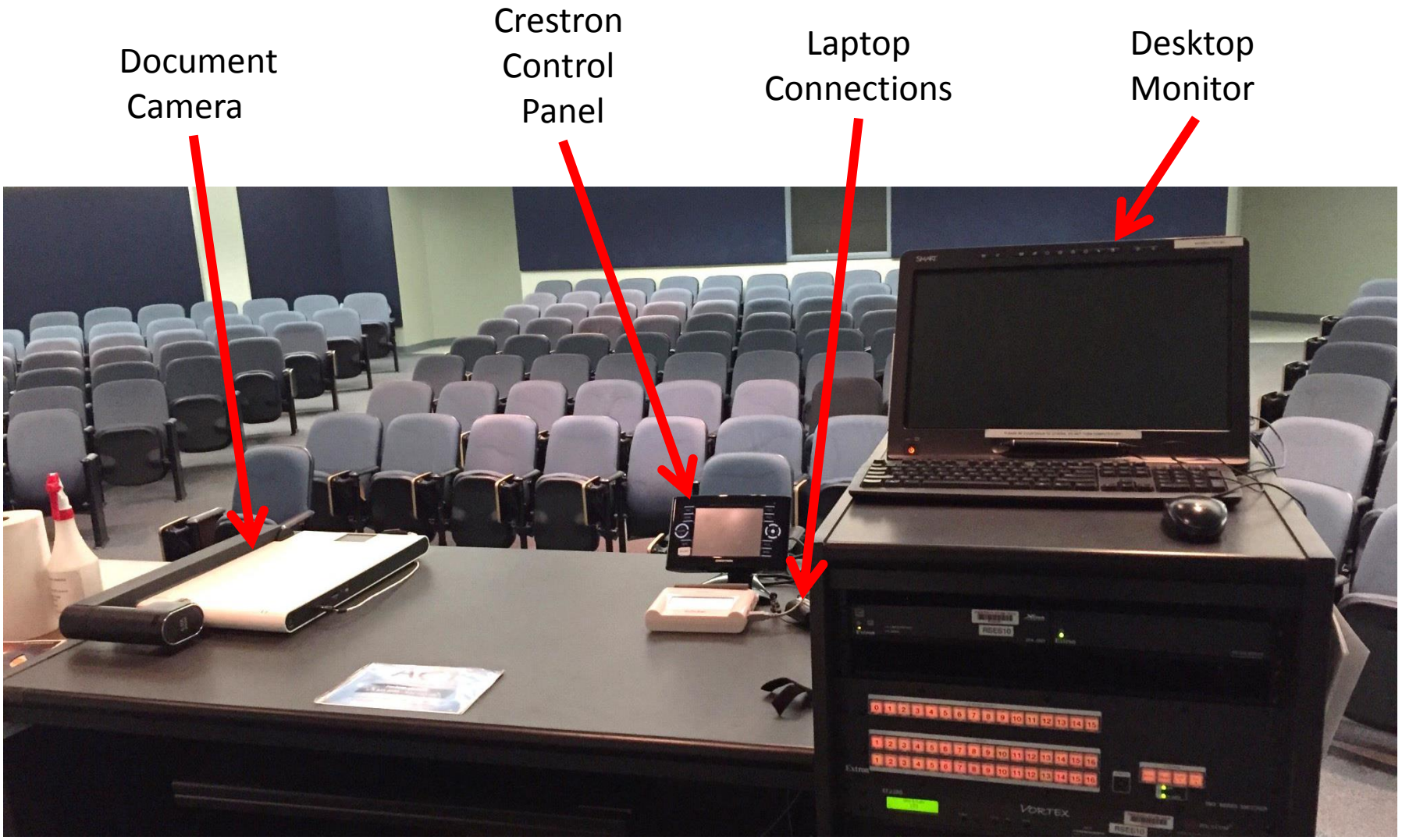
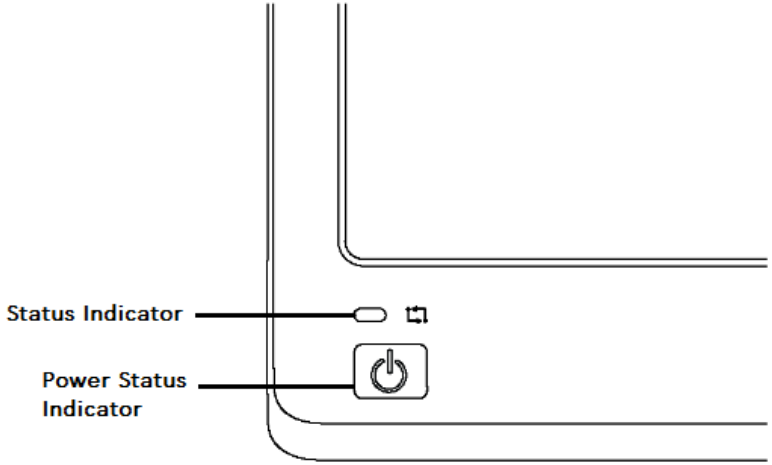
For additional assistance, please call ACT @ (575) 835 - 6688



Provided by Academic Center for Technology

If the desktop monitor is not responding…

Determine if the monitor is receiving power by checking the power button indicator



If the power button is:	*The monitor is:*	*Solution:*
Solid Green	Working Properly	N/A
Flashing Green	Warming up	Wait a few minutes fir the monitor to warm up
Solid Amber	Computer is asleep	Move the computer mouse or press the space bar to wake the computer up
OFF	Not receiving power	Turn on the monitor by pressing the power button

Getting to know the Crestron Control Panel…

This devise allows you to control the projectors, sound, and document camera

Shuts down the system

Increases the volume

Decreases the volume

Mutes the sound

Sound input menu

Controls Projector 1 located on the right

Controls Projector 2 located in the middle

Controls Projector 3 located on the left

Admin use only

How to turn on the projectors…

The following steps will turn on the projectors and bring the projector screens down

1. To turn on the projectors, press the button labeled “**PRJ1**”, “**PRJ2**”, or “**PRJ3”** on the Crestron Control Panel this will turn on the projector and lower the screen.

2. Next on the input menu choose the desired input (**Desktop, Doc Cam, Laptop, etc..**) you would like to project.

How to connect a laptop to the projectors…

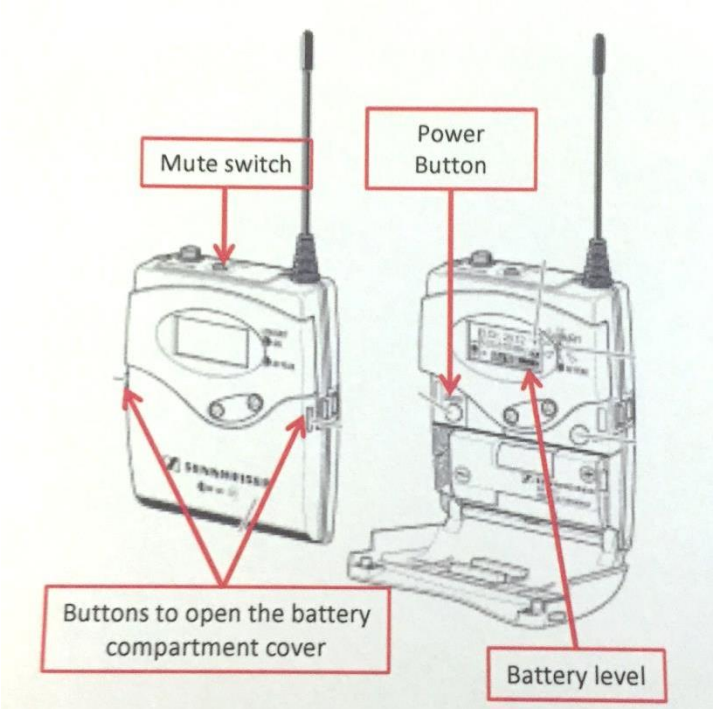
When using a Macbook, an adapter will be needed; contact ACT for assistance

1. Follow the instructions on how to turn on the projectors.

2. Next select Podium HDMI or Podium VGA, depending what input your laptop is equipped with

Using the Lavalier Microphone…

If your presentation is being recorded, the lavalier microphone needs to be used to amplify your voice. Attach the microphone to the collar of your shirt and place the receiver in your pocket.



Turning on the microphone:

1. Push the two clutches to open the battery compartment cover
2. Press the ON/OFF button
3. The display will light up with the LCD lights displaying the "Frequency/Name" and battery level
4. Make sure the microphone is not on mute. The mute switch is located on the top of the receiever.

When finished, push and hold the power button until the LCD display powers off.

How to set-up the sound…

Make sure the sound on the desktop computer is on and set at a reasonable level

1. Start by pressing the "**SOUND**" button on the Crestron Control Panel

2. This will bring up the sound menu, choose the input you want the sound to come from

Adjusting the volume:

- VOL+: increases the volume
- VOL - : decreases the volume

The blue color indicates the volume level

Getting to know the Document Camera…

Turning on the Document Camera…

These steps are followed after selecting "Doc Cam" on the Crestron Control Panel

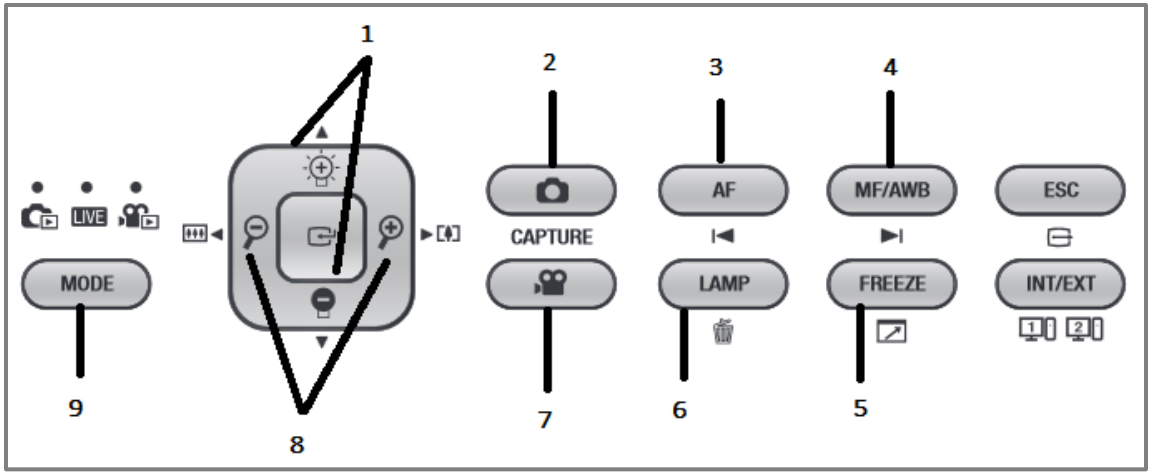
1. Start by unlocking the support arm and pulling it up

2. Rotate the lens so it is facing toward the document plate

3. Remove the lens cap

Turn on the document camera on by pressing the power button. Allow the document camera to warm up for minute. It should now be projecting on the screens.

Document Camera Control Panel



1. Use to adjust the screen brightness
2. Save the image as a photo
3. AF: Automatically focuses the image
4. MF/AWB: Manual focus and auto white balance
5. FREEZE: Freezes the image being projected
6. LAMP: Turns the lamp on and off
7. Save the image as a video
8. ZOOM: Controls the size of the image
   - (+) Zooms in
   - (-) Zooms out
9. Use to select mode such as live, video or photo

Powering down the document camera..

1. Turn off the document camera by holding down the powering button
2. Replace the lens cap
3. While pushing the lock button, lower the support arm to the document plate
4. Rotate the lens so it is laying flat on the document plate
5. Continue to **Shutting down the System** to power down the whole system

Shutting Down the System

1. To shut down the system, press the **EXIT** button on the Creston Control Panel

2. You will then be asked "**Shutdown the System?**" answering **Yes – Shut Down** will turn off the projectors and raise the projector screens